



Town of Arlington, Massachusetts
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Meeting Minutes 06/08/2005

Town of Arlington
Affirmative Action Advisory Committee

730 Massachusetts Avenue, Arlington, MA 02476
(781) 316-3120

Barbara Boltz, Co-Chair
 Adrienne McClure, Co-Chair
 Augusta Haydock
 Jack Jones
 Elaine MacLachlan
 Tricia O'Donoghue
 Howard Winkler

Caryn Cove Malloy, Affirmative Action Officer

Affirmative Action Advisory Committee
 Meeting Minutes
 Wednesday, June 8, 2005
 7:30 p.m.

Present: Caryn Cove Malloy, Barbara Boltz, (Chair), Tricia O'Donoghue, Augusta Haydock, Jack Jones, Elaine MacLachlan
Not Present: Adrienne McClure, Howard Winkler

Meeting Minutes

Meeting of May 11, 2005, Augusta Haydock moved approval as amended. SO VOTED

Current Job Openings

Caryn Malloy reported to the committee that the Town hired a Caucasian parking control officer. She also reported that a conditional offer of employment was made to a second parking control officer contingent on Town Meeting funding; the second offer was made to an African American candidate.

Current Bid Projects

The Committee discussed various construction projects under their purview (all construction projects in excess of \$200,000). The Committee requested that Caryn Malloy send letters to the project managers of the Waldo/Locke Playground renovation and the annual capital Curb and Walk project. The Crosby Tennis courts are almost completed. Caryn Malloy reported that she and Purchasing Agent Domenic Lanzillotti had a very productive meeting with the project manager of the Dallin School Reconstruction, Mr. Kevin Nigro. Mr. Nigro indicated that he would communicate with the various contractors to ensure that they are accurately tracking their minority participation in the project. The Committee also expressed its interest in seeing some statistics on the Reservoir Dam Project. Caryn Malloy informed the group that the Town has had difficulty in getting the project manager for the Spy Pond project to turn over their payroll records.

School Diversity Task Group

Barbara Boltz reported that at the current time there is not much to report. There will be more to report on following the groups' meeting with the new Superintendent, Mr. Nate Levenson and its other meeting with the Arlington School Committee.

Update of Affirmative Action Plan

Member Jack Jones reported to the group on his review of the Billerica plan. Mr. Jones indicated that in some ways the Billerica plan had similar positive attributes to that of the Cambridge plan; the Billerica plan had a list of yes/no questions for interviews and a

section on practices to avoid when hiring. Other features of the Billerica plan included: that the Town Administrator is responsible for the implementation of the plan; the Selectmen signed off on the plan (not the Town Administrator and Personnel Director); department heads indicated in the plan how they will meet Affirmative Action goals and their methods are periodically reviewed; there was an overall timeline in the plan for the achievement of goals.

Tricia O'Donoghue indicated that over the summer she would work on composing a proposed list of questions and a set of definitions. The Committee then discussed a strategy for the development and implementation of the new plan.

Caryn Malloy offered to post the Town's Affirmative Action plan on the Employment Opportunities page of the Town's website.

Augusta Haydock moved to adjourn the meeting at 8:15 p.m.

SO VOTED

A true record. Attest:

Caryn Cove Malloy
Affirmative Action Officer